

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Executive Committee
Friday, September 21, 2018 at 9:00 AM
Irving Convention Center, First Floor Board Room
500 W. Las Colinas Blvd.
Irving, Texas 75039

NOTE: A possible quorum of the Irving Convention and Visitors Bureau Board of Directors may be present at this committee meeting.

1. Accepting the Irving Convention Center Financial Reports for August 2018
2. Accepting ICVB Financial Reports for August 2018
3. Board Development Committee Recommendations – 2019 Legislative Priorities
4. Chairman / Executive Director Reports
 - a. Approving August 17, 2018 Minutes
 - b. Review of September 24, 2018 Board meeting agenda
5. Next meeting – Friday, October 19, 2018

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

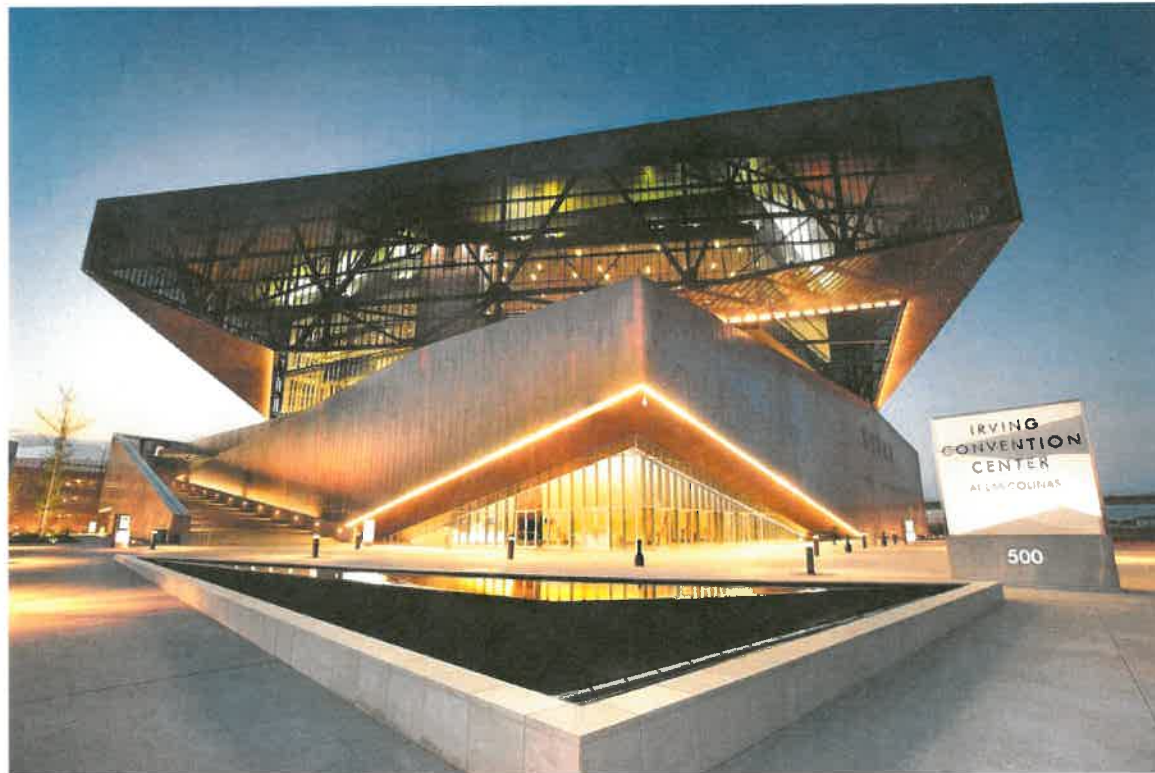
_____ at _____ and remained so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas government code.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.



Date Distributed: September 14, 2018

Monthly Financial Summary

For Period Ending August 31, 2018

IRVING CONVENTION CENTER
Monthly Financial Reports
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Period Ending
August 31, 2018

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IRVING CONVENTION CENTER AT LAS COLINAS / SMG

OCTOBER 1, 2017 TO SEPTEMBER 30, 2018

Board Lead Income Statement - Monthly FY 2018

	August	September	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	117,100	35,954	39,927	105,725	86,890	155,975	179,515	135,950	34,820	122,625	164,320	105,195	1,283,996
Service Income	43,471	23,129	46,456	10,029	60,981	104,848	59,522	47,309	72,516	34,223	28,283	58,522	589,287
Service Expenses	(66,060)	(48,030)	(49,564)	(58,278)	(99,378)	(139,154)	(91,673)	(111,297)	(128,313)	(72,407)	(80,903)	(69,980)	(1,015,036)
Total Direct Event Income	94,511	11,053	36,819	57,476	48,493	121,669	147,364	71,962	(20,977)	84,441	111,700	93,737	858,246
Ancillary Income													
F & B Concessions	29,160	6,220	5,350	12,588	7,039	35,895	39,995	27,014	6,351	13,295	7,552	18,000	208,459
F & B Catering	326,765	289,373	461,572	275,097	361,456	218,039	246,994	270,728	500,964	74,413	134,643	146,813	3,306,856
Parking: Self Parking	32,197	4,910	(5,280)	24,287	22,250	44,897	20,343	31,346	28,794	24,580	1,869	23,600	253,793
Electrical Services	9,865	12,261	5,800	23,227	21,715	22,195	7,650	4,664	13,170	(7,320)	8,552	4,000	125,779
Audio Visual	(90)	(1,331)	(117)	(0)	33	(2,103)	(702)	(1,703)	(252)	(0)	(1,286)	-	(7,551)
Internet Services	580	3,350	-	1,050	405	5,310	1,670	900	2,600	(1,900)	-	2,250	16,215
Total Ancillary Income	398,477	314,783	467,325	336,249	412,898	324,233	315,950	332,949	551,627	103,068	151,330	194,663	3,903,550
Total Event Income	492,988	325,836	504,144	393,725	461,391	445,902	463,314	404,911	530,650	187,509	263,030	288,400	4,761,799
Other Operating Income	130,093	64,477	25,394	52,536	45,837	82,058	61,110	31,120	62,421	24,676	26,012	33,063	638,797
ICVB Operating Subsidy				348,000		350,000			348,750			348,250	1,395,000
Adjusted Gross Income	623,081	390,313	529,538	794,260	507,228	877,960	524,424	436,031	941,821	212,185	289,042	669,713	6,795,594
Operating Expenses													
Employee Salaries and Wages	202,542	161,560	251,329	202,263	189,429	191,145	192,642	235,625	204,409	200,819	202,182	205,016	2,438,962
Benefits	55,111	(12,565)	65,173	62,849	54,030	62,802	57,104	61,840	66,940	65,823	63,147	64,044	666,300
Less: Event Labor Allocations	(33,730)	(27,044)	(24,368)	(32,171)	(34,182)	(34,851)	(37,574)	(63,138)	(66,670)	(54,277)	(67,313)	(38,959)	(514,279)
Net Employee Wages and Benefits	223,923	121,951	292,134	232,940	209,277	219,096	212,172	234,327	204,679	212,365	198,016	230,101	2,590,984
Contracted Services	95,696	69,337	59,442	58,844	66,482	58,325	67,727	60,546	46,342	46,929	90,093	45,639	765,403
General and Administrative	85,386	62,214	31,815	55,129	59,562	76,670	47,285	37,922	81,154	54,653	79,649	39,577	711,017
Operations	46,466	38,029	49,515	49,985	36,347	67,056	53,900	49,937	95,771	33,640	52,769	40,625	614,040
Repair & Maintenance	64,590	64,407	42,606	34,412	54,214	54,719	51,920	(13,976)	60,013	87,387	44,118	44,856	589,266
Supplies	34,869	15,124	8,277	23,982	10,218	34,195	20,185	23,310	10,323	27,304	16,855	15,449	240,092
Insurance	5,266	5,538	6,635	4,726	5,538	5,388	6,481	4,925	5,758	11,905	5,587	8,333	76,081
Utilities	44,174	56,170	34,558	43,923	57,817	45,763	27,707	44,531	49,016	53,046	48,909	46,666	552,281
SMG Management Fee	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	154,788
SMG F&B Incentive Fee	33,224	12,769	38,991	29,601	34,013	32,229	28,131	31,573	28,119	-	-	-	268,650
Total Operating Expenses	646,493	458,438	576,872	546,442	546,367	606,340	528,406	485,995	594,074	540,128	548,895	484,145	6,562,601
Net Income (Loss) From Operations	(23,412)	(68,125)	(47,334)	247,818	(39,139)	271,620	(3,982)	(49,963)	347,747	(327,943)	(259,853)	185,568	232,993
Other Income (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income After Other Income (Expenses)	(23,412)	(68,125)	(47,334)	247,818	(39,139)	271,620	(3,982)	(49,963)	347,747	(327,943)	(259,853)	185,568	232,993
Budget Forecast Comparison by Month													
2018	47,856	494,666	472,986	314,913	336,267	350,441	290,325	430,161	460,996	355,888	232,993		
2017	(990,976)	(850,624)	(812,492)	(808,222)	(760,116)	(621,850)	(538,064)	(102,394)	(16,789)	273	79,067	315,251	

IRVING CONVENTION CENTER/SMG
Financial Statements Monthly Highlights
For the Month Ending August 31, 2018

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	22,241	15,150	7,091	33,840
Events	17	10	7	17
Event Days	37	14	23	35
Direct Event Income	111,700	134,181	(22,481)	136,763
Ancillary Income	151,330	253,280	(101,950)	132,450
Total Event Income	263,030	387,461	(124,431)	269,213
Other Operating Income	26,012	39,200	(13,188)	35,948
Adjusted Gross Income	289,042	426,661	(137,619)	305,161
Indirect Expenses	(548,895)	(512,732)	(36,163)	(465,990)
Net Income (Loss) From Operations	(259,853)	(86,071)	(173,782)	(160,829)

IRVING CONVENTION CENTER/SMG
Financial Statements Year to Date Highlights
For the Eleven Months Ending August 31, 2018

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	254,823	225,296	29,527	232,674
Events	229	263	(34)	220
Event Days	370	361	9	340
Direct Event Income	764,508	930,579	(166,071)	804,779
Ancillary Income	3,708,754	2,919,025	789,729	3,153,692
Total Event Income	4,473,262	3,849,604	623,658	3,958,471
Other Operating Income	605,733	484,026	121,707	369,371
Adjusted Gross Income	5,078,995	4,333,630	745,365	4,327,842
Indirect Expenses	(6,078,440)	(5,640,057)	(438,383)	(5,501,273)
Net Income (Loss) From Operations	(999,445)	(1,306,427)	306,982	(1,173,431)

IRVING CONVENTION CENTER/SMG
Balance Sheet
August 31, 2018

ASSETS

Current Assets

Cash	\$ 1,223,466
Accounts Receivable	143,493
Prepaid Assets	0
Inventory	53,734
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Total Current Assets 1,420,693

Total Assets **\$ 1,420,693**

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$ 376,291
Accrued Expenses	181,488
Deferred Income	0
Advance Ticket Sales/Deposits	816,616
Other Current Liabilities	0
	<hr/>

Total Current Liabilities 1,374,395

Long-Term Liabilities

Long Term Liabilities	0
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Total Long-Term Liabilities 0

Total Liabilities 1,374,395

Equity

Net Funds Received	10,070,669
Retained Earnings	(9,024,926)
Net Income (Loss)	(999,445)
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Total Equity 46,298

Total Liabilities & Equity **\$ 1,420,693**

IRVING CONVENTION CENTER/SMG
Income Statement
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	164,320	148,000	16,320	1,178,801	1,082,200	96,601	1,081,116
Service Revenue	28,283	39,066	(10,783)	530,763	423,117	107,646	437,451
Service Expenses	(80,903)	(52,885)	(28,018)	(945,056)	(574,738)	(370,318)	(713,788)
Total Direct Event Inco	111,700	134,181	(22,481)	764,508	930,579	(166,071)	804,779
Ancillary Income							
F & B Concessions	7,552	18,000	(10,448)	190,464	213,223	(22,759)	142,143
F & B Catering	134,643	215,500	(80,857)	3,159,907	2,403,024	756,883	2,737,383
Parking	1,869	11,650	(9,781)	230,191	181,668	48,523	161,892
Electrical Services	8,552	7,350	1,202	121,778	106,455	15,323	107,190
Audio Visual	(1,286)	0	(1,286)	(7,551)	0	(7,551)	(826)
Internet Services	0	780	(780)	13,965	14,655	(690)	5,910
Total Ancillary Income	151,330	253,280	(101,950)	3,708,754	2,919,025	789,729	3,153,692
Total Event Income	263,030	387,461	(124,431)	4,473,262	3,849,604	623,658	3,958,471
OTHER OPERATING INCOME							
Advertising	0	0	0	17,000	0	17,000	25,000
Other Income	26,012	39,200	(13,188)	588,733	484,026	104,707	344,371
Total Other Operating In	26,012	39,200	(13,188)	605,733	484,026	121,707	369,371
Adjusted Gross Income	289,042	426,661	(137,619)	5,078,995	4,333,630	745,365	4,327,842
INDIRECT EXPENSES							
Salaries & Wages	202,182	213,307	11,125	2,233,947	2,346,375	112,428	2,180,603
Payroll Taxes & Benefit	63,147	64,806	1,659	602,247	712,871	110,624	681,072
Labor Allocations to Ev	(67,313)	(51,902)	15,411	(475,319)	(570,924)	(95,605)	(430,775)
Net Salaries and Benefit	198,016	226,211	28,195	2,360,875	2,488,322	127,447	2,430,900
Contracted Services	90,093	41,697	(48,396)	719,760	458,667	(261,093)	475,452
General and Administrat	79,649	50,487	(29,162)	671,438	555,357	(116,081)	521,015
Operating	52,769	41,604	(11,165)	573,418	457,644	(115,774)	563,581
Repairs & Maintenance	44,118	41,327	(2,791)	544,409	454,597	(89,812)	424,310
Operational Supplies	16,855	20,712	3,857	224,642	227,832	3,190	109,122
Insurance	5,587	8,333	2,746	67,748	91,663	23,915	99,527

IRVING CONVENTION CENTER/SMG
Income Statement
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Utilities	48,909	46,966	(1,943)	505,611	516,630	11,019	484,507
SMG Management Fees	12,899	35,395	22,496	410,539	389,345	(21,194)	392,859
Total Indirect Expenses	548,895	512,732	(36,163)	6,078,440	5,640,057	(438,383)	5,501,273
Net Income (Loss)	(259,853)	(86,071)	(173,782)	(999,445)	(1,306,427)	306,982	(1,173,431)

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Assemblies
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,500	0	18,270	15,151
Events	1	0	8	14
Event Days	1	0	13	15
Direct Event Income				
Rental Income	6,970	0	85,090	170,553
Service Revenue	563	0	45,031	4,056
Service Expenses	(2,290)	0	(67,904)	(20,222)
Total Direct Event Income	5,243	0	62,217	154,387
Ancillary Income				
F & B Concessions	339	0	3,476	1
F & B Catering	0	0	110,706	0
Parking	0	0	25,191	9,736
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	850	0	8,969	110
Audio Visual	0	0	0	0
Internet Services	0	0	700	1
Total Ancillary Income	1,189	0	149,042	9,848
Total Event Income	6,432	0	211,259	164,235

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Banquets
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	25	500	21,513	24,448
Events	1	1	41	43
Event Days	1	1	42	43
Direct Event Income				
Rental Income	0	0	34,807	38,358
Service Revenue	(300)	0	49,814	56,811
Service Expenses	(1,585)	(640)	(87,257)	(71,601)
Total Direct Event Income	(1,885)	(640)	(2,636)	23,568
Ancillary Income				
F & B Concessions	0	0	(605)	0
F & B Catering	297	0	754,598	0
Parking	0	0	175	8,115
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	(313)	0	6,233	8,690
Audio Visual	0	0	(22)	0
Internet Services	0	0	350	0
Total Ancillary Income	(16)	0	760,729	16,805
Total Event Income	(1,901)	(640)	758,093	40,373

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Consumer / Public Shows
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,500	0	94,167	73,636
Events	1	0	23	26
Event Days	2	0	55	52
 Direct Event Income				
Rental Income	9,750	0	419,400	240,898
Service Revenue	2,258	0	176,659	122,634
Service Expenses	(3,642)	0	(264,912)	(205,294)
 Total Direct Event Income	<u>8,366</u>	<u>0</u>	<u>331,147</u>	<u>158,238</u>
 Ancillary Income				
F & B Concessions	(234)	0	125,486	0
F & B Catering	0	0	112,870	(223)
Parking	1,895	0	117,141	98,688
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	37,042	23,048
Audio Visual	0	0	(2,183)	(220)
Internet Services	0	0	1,510	1,023
 Total Ancillary Income	<u>1,661</u>	<u>0</u>	<u>391,866</u>	<u>122,316</u>
 Total Event Income	<u>10,027</u>	<u>0</u>	<u>723,013</u>	<u>280,554</u>

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Conventions
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	8,011	11,200	49,984	38,614
Events	2	2	12	11
Event Days	10	6	35	27
 Direct Event Income				
Rental Income	43,000	98,000	170,605	327,184
Service Revenue	5,575	0	71,915	74,807
Service Expenses	(31,277)	(6,820)	(154,511)	(124,317)
 Total Direct Event Income	<u>17,298</u>	<u>91,180</u>	<u>88,009</u>	<u>277,674</u>
 Ancillary Income				
F & B Concessions	5,702	0	22,350	0
F & B Catering	45,265	0	374,421	0
Parking	(336)	0	12,326	21,134
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	1,110	0	9,084	32,550
Audio Visual	0	0	0	0
Internet Services	0	0	755	700
 Total Ancillary Income	<u>51,741</u>	<u>0</u>	<u>418,936</u>	<u>54,384</u>
 Total Event Income	<u>69,039</u>	<u>91,180</u>	<u>506,945</u>	<u>332,058</u>

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Meetings
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	10,250	2,150	51,636	40,844
Events	7	5	108	109
Event Days	15	5	172	150
Direct Event Income				
Rental Income	69,150	2,000	299,065	193,267
Service Revenue	10,575	0	71,262	67,990
Service Expenses	(28,757)	(640)	(212,898)	(148,304)
Total Direct Event Income	50,968	1,360	157,429	112,953
Ancillary Income				
F & B Concessions	1,729	0	1,700	0
F & B Catering	71,802	0	1,602,606	0
Parking	574	0	40,811	39,291
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	4,869	0	43,953	45,912
Audio Visual	(671)	0	(2,498)	4,054
Internet Services	0	0	9,445	8,390
Total Ancillary Income	78,303	0	1,696,017	97,647
Total Event Income	129,271	1,360	1,853,446	210,600

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Trade Shows
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	900	500	4,520	9,470
Events	2	1	9	15
Event Days	5	1	15	20
Direct Event Income				
Rental Income	33,950	26,450	61,625	80,975
Service Revenue	9,612	0	86,416	56,826
Service Expenses	(13,053)	(640)	(97,606)	(42,302)
Total Direct Event Income	30,509	25,810	50,435	95,499
Ancillary Income				
F & B Concessions	280	0	1,300	0
F & B Catering	17,169	0	161,239	0
Parking	(264)	0	2,319	5,815
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	2,036	0	12,021	55,410
Audio Visual	(615)	0	(615)	4,416
Internet Services	0	0	3,350	900
Total Ancillary Income	18,606	0	179,614	66,541
Total Event Income	49,115	25,810	230,049	162,040

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Other
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	4	0	584	0
Event Days	1	0	3	0
Direct Event Income				
Rental Income	1,500	0	19,625	0
Service Revenue	0	0	4,750	0
Service Expenses	0	0	(10,339)	0
Total Direct Event Income	1,500	0	14,036	0
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	(738)	0	12,118	0
Parking	0	0	0	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	1,600	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	(738)	0	13,718	0
Total Event Income	762	0	27,754	0

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: ICVB
For the Eleven Months Ending August 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	51	0	849	1,133
Events	2	0	19	31
Event Days	2	0	19	31
Direct Event Income				
Rental Income	0	16,300	0	(74,050)
Service Revenue	0	39,066	418	1,756
Service Expenses	(299)	(43,505)	(2,872)	87,294
Total Direct Event Income	(299)	11,861	(2,454)	15,000
Ancillary Income				
F & B Concessions	0	18,000	0	213,222
F & B Catering	848	215,500	14,912	2,403,247
Parking	0	11,650	2,919	(22,705)
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	7,350	(294)	(49,055)
Audio Visual	0	0	(597)	(7,529)
Internet Services	0	780	0	3,641
Total Ancillary Income	848	253,280	16,940	2,540,821
Total Event Income	549	265,141	14,486	2,555,821



ICVB FINANCIAL STATEMENTS

For Period Ending: August 31, 2018

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
BALANCE SHEET
AUGUST 31, 2018

ASSETS

Cash	933
Petty Cash	250
Investments	2,366,000
Accounts Receivable	8,299
Total Assets	<u>2,375,482</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	15,057
Due to City of Irving General Fund	58
	<u>15,115</u>

FUND BALANCE

Reserved for Encumbrances	379,970
Unreserved	<u>1,980,397</u>
Total Fund Balance	<u>2,360,367</u>
Total Liabilities and Fund Balance	<u>2,375,482</u>

Notes:

Reserved for Encumbrances:

Business Development Incentive Program - 22,333
Destination Analysts - 50,000
Media Advertising - 169,497
Simpleview - 28,291
SMG/Technology Support - 22,092
The Richey Company (lanyards) - 38,597
Miscellaneous - 49,160

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE ELEVEN MONTH PERIOD ENDING AUGUST 31, 2018

	----- Budget -----		----- Actual -----			Unencumbered	Percent	Prior
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<u>REVENUES AND TRANSFERS IN:</u>								
<u>REVENUES:</u>								
Hotel/Motel Taxes:								
Current Year	8,485,907	8,485,907	2,248,371	6,321,822	0	2,164,085	74.50%	6,180,050
Penalties and Interest	0	0	449	6,046	0	(6,046)	0.00%	5,932
Prior Years	0	0	0		0	0	0.00%	58,624
Interest	17,000	17,000	2,666	25,958	0	(8,958)	152.69%	17,712
State of Texas Events Trust Fund	50,000	50,000	0	9,622	0	40,378	19.24%	0
Miscellaneous	5,000	5,000	9,093	24,836	0	(19,836)	496.72%	8,699
Total Revenues	<u>8,557,907</u>	<u>8,557,907</u>	<u>2,260,579</u>	<u>6,388,284</u>	<u>0</u>	<u>2,169,623</u>	<u>74.65%</u>	<u>6,271,017</u>
<u>TOTAL REVENUES AND TRANSFERS IN</u>	<u>8,557,907</u>	<u>8,557,907</u>	<u>2,260,579</u>	<u>6,388,284</u>	<u>0</u>	<u>2,169,623</u>	<u>74.65%</u>	<u>6,271,017</u>
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
<u>EXPENDITURES:</u>								
Salaries	2,106,626	2,112,626	229,071	1,770,944	0	341,682	83.83%	1,608,799
Benefits	561,825	575,925	57,827	496,404	0	79,521	86.19%	454,531
Supplies	61,900	52,005	476	23,491	5,625	22,889	55.99%	39,612
Equipment Maintenance	6,900	6,900	385	4,004	0	2,896	58.03%	3,867
Miscellaneous	180,095	182,170	3,714	167,092	0	15,078	91.72%	154,895
Equipment Rentals	7,900	5,625	0	2,475	825	2,325	58.67%	1,650
Special Services	1,675,881	1,884,605	206,213	1,414,325	122,094	348,186	81.52%	1,260,104
Facility Management Services	1,395,000	1,395,000	0	1,046,750	0	348,250	75.04%	1,035,000
Advertising Projects	140,000	121,700	5,874	33,251	38,597	49,852	59.04%	176,507
Sponsorships / Partnerships	174,000	171,000	16,000	75,966	21,000	74,034	56.71%	343,783
Media Advertising	680,000	678,293	82,265	464,505	169,496	44,292	93.47%	638,167
Travel	680,265	635,166	35,322	374,252	0	260,914	58.92%	341,524
Promotions / Special Events	1,171,000	1,608,976	217,254	881,352	22,333	705,291	56.17%	921,187
Memberships	82,615	101,785	8,534	71,258	0	30,527	70.01%	71,839
Total Expenditures	<u>8,924,007</u>	<u>9,531,776</u>	<u>862,935</u>	<u>6,826,069</u>	<u>379,970</u>	<u>2,325,737</u>	<u>75.60%</u>	<u>7,051,465</u>
<u>TRANSFERS OUT:</u>								
Transfer to ICVB Reserve Fund	200,000	200,000	0	200,000	0	0	100.00%	200,000
Transfer to ICC Reserve/CIP Fund	900,000	1,215,249	500,000	750,000	0	465,249	61.72%	1,238,528
Total Transfers Out	<u>1,100,000</u>	<u>1,415,249</u>	<u>500,000</u>	<u>950,000</u>	<u>0</u>	<u>465,249</u>	<u>67.13%</u>	<u>1,438,528</u>
<u>TOTAL EXPENDITURES AND TRANSFERS OUT</u>	<u>10,024,007</u>	<u>10,947,025</u>	<u>1,362,935</u>	<u>7,776,069</u>	<u>379,970</u>	<u>2,790,986</u>	<u>74.50%</u>	<u>8,489,993</u>

Percent of year completed = 91.7%

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE ELEVEN MONTH PERIOD ENDING AUGUST 31, 2018

SUMMARY:

Beginning Fund Balance at October 1, 2017	3,748,152
Revenues and Transfers In	6,388,284
Expenditures and Transfers Out	<u>(7,776,069)</u>
Ending Fund Balance at August 31, 2018	2,360,367
Encumbrances	<u>(379,970)</u>
Unreserved Fund Balance at August 31, 2018	<u><u>1,980,397</u></u>

NOTES:

Adjusted Budget:

The adjusted budget includes prior year encumbrances in the amount of 607,768.

Transfer to ICC Reserve/CIP Fund - After approval by the Board and Council, the budget was adjusted by 315,249 which is the FY17 subsidy refund. A partial transfer was made in June; the balance of the transfer will be made prior to year end.

Revenues & Transfers In:

Hotel Tax: Three quarters of hotel taxes have been received.

State of Texas Events Trust Fund: Funds received were for the 2017 USA Wrestling Event.

Expenditures & Transfers Out:

Special Services: Administrative Cost Reimbursement - 89,953; Advertising Agency (MSC) - 74,219; Outside Services - 40,558; Miscellaneous - 1,483

Facility Management Services: Three subsidy payments have been processed

Promotions / Special Events: Business Development Incentive Program - 84,580; Toyota Music Factory Events - 125,116; Miscellaneous - 7,558

Irving Convention and Visitors Bureau

Check Register Report

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Batch: 7412

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059485	08/02/18	AERIAL PHOTOGRAPHY	\$	97.00
80059486	08/02/18	CROWDRIFT INC.	\$	2,083.00
80059487	08/02/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	3,775.00
80059488	08/02/18	DALLAS WHEELCHAIR TENNIS CLUB	\$	225.00
80059489	08/02/18	DOUBLETREE DALLAS DFW AIRPORT	\$	1,348.00
80059490	08/02/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	10,495.00
80059491	08/02/18	GUARANTEED EXPRESS, INC.	\$	20.68
80059492	08/02/18	IRVING CONVENTION CENTER	\$	6,086.73
80059493	08/02/18	KAMEHA CON	\$	6,135.00
80059494	08/02/18	OMNI MANDALAY HOTEL	\$	5,904.00
80059495	08/02/18	PATHWAYS CORE TRAINING	\$	935.00
80059496	08/02/18	SHERATON DFW AIRPORT HOTEL	\$	1,413.00
80059497	08/02/18	SIMPLEVIEW	\$	20,833.66
80059498	08/02/18	STAPLES	\$	86.72
80059499	08/02/18	TRIPADVISOR, LLC	\$	332.70
80059500	08/02/18	USA RICE FEDERATION	\$	3,000.00
16 payments Batch Total: \$				62,770.49

Batch: 7417

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059501	08/09/18	AMERICAN COLLEGE OF EMERGENCY PHYSICIANS	\$	235.00
80059502	08/09/18	BH DFW PROPERTY LP (WESTIN)	\$	1,735.00
80059503	08/09/18	SUSAN D. CUTTS	\$	781.25
80059504	08/09/18	FEDERAL EXPRESS CORPORATION	\$	133.22
80059505	08/09/18	IRVING - LAS COLINAS ROTARY CLUB	\$	94.00
80059506	08/09/18	MEETING PROFESSIONALS INTERNATIONAL	\$	48,380.00
80059507	08/09/18	OMNI MANDALAY HOTEL	\$	3,815.00
80059508	08/09/18	PERFORMANCE-SOLUTIONS-GROUP, INC.	\$	2,576.00
80059509	08/09/18	PETTY CASH	\$	65.00
80059510	08/09/18	SHERATON DFW AIRPORT HOTEL	\$	1,436.00
80059511	08/09/18	TELANGANA AMERICAN TELUGU ASSOCIATION (TATA)	\$	6,895.00
80059512	08/09/18	TUCKER & ASSOCIATES, LLC	\$	301.83
12 payments Batch Total: \$				66,447.30

continued on next page

Batch: 7424

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059513	08/16/18	AJR MEDIA GROUP	\$	5,150.00
80059514	08/16/18	AMERICAN EXPRESS	\$	51,545.94
80059515	08/16/18	ARES TRAVEL INC.	\$	1,250.00
80059516	08/16/18	BH DFW PROPERTY LP (WESTIN)	\$	1,580.00
80059517	08/16/18	CAROL BOYER	\$	130.00
80059518	08/16/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	336.00
80059519	08/16/18	KATHERINE DIPIETRO	\$	195.55
80059520	08/16/18	DOUBLETREE DALLAS DFW AIRPORT	\$	1,787.00
80059521	08/16/18	EMBASSY SUITES DFW INT'L AIRPORT SOUTH	\$	720.00
80059522	08/16/18	LORI M. FOJTASEK	\$	214.67
80059523	08/16/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	8,445.00
80059524	08/16/18	HILTON GARDEN INN LAS COLINAS	\$	665.00
80059525	08/16/18	CHERYL HOPKINS	\$	15.29
80059526	08/16/18	IRVING CONVENTION CENTER - CIP	\$	42,700.00
80059527	08/16/18	IRVING CONVENTION CENTER	\$	9,333.77
80059528	08/16/18	MARIANNE LAUDA	\$	71.32
80059529	08/16/18	KATHY LEVINE	\$	65.00
80059530	08/16/18	LIFE TEEN INC	\$	11,505.00
80059531	08/16/18	MALONEY STRATEGIC COMMUNICATIONS	\$	981.48
80059532	08/16/18	LORI MANSELL	\$	48.00
80059533	08/16/18	KAYLA MANSOUR	\$	65.00
80059534	08/16/18	MEETING PROFESSIONALS INTERNATIONAL	\$	11,625.00
80059535	08/16/18	OMNI MANDALAY HOTEL	\$	3,665.00
80059536	08/16/18	ON POINT PROMOTIONAL TEAM	\$	3,000.00
80059537	08/16/18	DIANA PFAFF	\$	65.00
80059538	08/16/18	DEBBIE ROBERTS	\$	800.00
80059539	08/16/18	DEBBIE ROBERTS	\$	70.34
80059540	08/16/18	BARBARA SCHINGLE	\$	92.41
80059541	08/16/18	SHERATON DFW AIRPORT HOTEL	\$	3,449.00
80059542	08/16/18	SPORTS CLUB AT FOUR SEASONS	\$	800.00
80059543	08/16/18	CAROL STODDARD	\$	121.78
80059544	08/16/18	TIGER OAK MEDIA, INC	\$	1,000.00
80059545	08/16/18	MONTY WHITE	\$	65.00
80059546	08/16/18	MICHAEL ZUMBAUGH	\$	67.06
34 payments Batch Total:			\$	161,624.61

continued on next page

Batch: 7428

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059547	08/23/18	A-ONE ENGRAVING SERVICES	\$	25.26
80059548	08/23/18	AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES	\$	5,410.59
80059549	08/23/18	CROWDRIFT INC.	\$	2,083.00
80059550	08/23/18	SUSAN D. CUTTS	\$	625.00
80059551	08/23/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	1,420.00
80059552	08/23/18	DRIVE NATION SPORTS, LLC	\$	190.00
80059553	08/23/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	2,145.00
80059554	08/23/18	GOT YA COVERED, LLC	\$	3,220.00
80059555	08/23/18	HILTON GARDEN INN DFW AIRPORT SOUTH	\$	170.00
80059556	08/23/18	HILTON GARDEN INN LAS COLINAS	\$	550.00
80059557	08/23/18	IRVING CONVENTION CENTER	\$	1,645.00
80059558	08/23/18	MALONEY STRATEGIC COMMUNICATIONS	\$	73,237.24
80059559	08/23/18	OMNI MANDALAY HOTEL	\$	2,116.00
80059560	08/23/18	ON POINT PROMOTIONAL TEAM	\$	2,237.39
80059561	08/23/18	SIMPLEVIEW	\$	20,833.66
80059562	08/23/18	STAPLES	\$	141.04
80059563	08/23/18	TEXAS DEPARTMENT OF TRANSPORTATION	\$	868.87
80059564	08/23/18	TEXAS DEPARTMENT OF TRANSPORTATION	\$	660.25
80059565	08/23/18	TEXAS NONPROFIT THEATRES	\$	1,855.00
80059566	08/23/18	THE FULCRUM GROUP INC.	\$	1,258.00
80059567	08/23/18	TUCKER & ASSOCIATES, LLC	\$	4,000.00
80059568	08/23/18	VERIZON WIRELESS	\$	491.73
80059569	08/23/18	WFAA-TV INC	\$	7,670.00
23 payments Batch Total:			\$	132,853.03

Batch: 7438

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059570	08/30/18	AERIAL PHOTOGRAPHY	\$	97.00
80059571	08/30/18	AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES	\$	5,172.25
80059572	08/30/18	ARES TRAVEL INC.	\$	200.00
80059573	08/30/18	BH DFW PROPERTY LP (WESTIN)	\$	1,680.00
80059574	08/30/18	FEDERAL EXPRESS CORPORATION	\$	41.23
80059575	08/30/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	990.00
80059576	08/30/18	GUARANTEED EXPRESS, INC.	\$	53.32
80059577	08/30/18	HSMIA-DFW	\$	1,599.00
80059578	08/30/18	LIVE NATION MARKETING INC	\$	125,016.16

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Batch: 7438

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059579	08/30/18	MCKESSON CORPORATION	\$	1,490.00
80059580	08/30/18	OMNI MANDALAY HOTEL	\$	1,710.00
80059581	08/30/18	PARK PLACE MOTORCARS & BODYWERKS DALLAS	\$	10,000.00
80059582	08/30/18	PATHWAYS CORE TRAINING	\$	830.00
80059583	08/30/18	SHERATON DFW AIRPORT HOTEL	\$	2,862.00
80059584	08/30/18	SIMULATION FOOTBALL, LLC	\$	275.00
80059585	08/30/18	TRIPADVISOR, LLC	\$	2,328.09
16 payments Batch Total: \$				154,344.05
101 payments Sub Total: \$				578,039.48

SUMMARY

101 payments TOTAL: \$ 578,039.48



ICVB
HOTEL OCCUPANCY TAX COLLECTIONS

Third Quarter – FY 2017-18

**IRVING CONVENTION AND VISITORS BUREAU
HOTEL OCCUPANCY TAX
BUDGET / ACTUAL
2017 - 2018**

	QUARTER ENDING 6/30/18	
	BUDGET	ACTUAL
STATE TAX (estimated) - 6%	4,875,403	4,732,524
CITY OF IRVING TAX - 9%	7,313,104	7,098,786
TOTAL ADMINISTRATIVE COST	156,045	151,441
<hr/>		
CONVENTION & VISITORS BUREAU - 57% OF 5%	2,317,319	2,247,949
Administrative Cost	(92,693)	(89,918)
Remittance Amount	2,224,626	2,158,031
<hr/>		
ARTS CENTER - 35.5% of 5%	1,441,518	1,400,039
Administrative Cost	(57,661)	(56,002)
Remittance Amount	1,383,857	1,344,037
<hr/>		
MUSEUM - 2.5% of 5%	101,637	98,594
Administrative Cost	(4,065)	(3,944)
Remittance Amount	97,572	94,650
<hr/>		
DOWNTOWN & EVENTS - 1% of 5%	40,655	39,438
Administrative Cost	(1,626)	(1,578)
Remittance Amount	39,029	37,860
<hr/>		
CONVENTION CENTER FUND - 2% of 9% (effective 01/01/00)	1,626,189	1,577,508
DEBT SERVICE - 4% of 5%	162,429	157,751
TOTAL	1,788,618	1,735,259
<hr/>		
ENTERTAINMENT CENTER - 2% of 9% (effective 04/01/08)	1,626,189	1,577,508

This report may not reconcile with the City of Irving HOT Tax Summary due to timing of reporting of delinquent amounts.

IRVING CONVENTION AND VISITORS BUREAU
HOTEL OCCUPANCY TAX
APRIL - JUNE

	HOTEL	ACTUAL 16-17	ACTUAL 17-18	DIFFERENCE	PERCENT
1	Atrium Hotel and Suites	8,920.36	9,610.17	689.81	7.73%
2	Dallas Marriott Las Colinas	102,189.71	116,763.97	14,574.26	14.26%
3	DFW Airport Hotel & Conf Center	10,063.84	7,966.45	(2,097.39)	-20.84%
4	DFW Airport Marriott	177,046.15	137,824.25	(39,221.90)	-22.15%
5	Doubletree DFW Airport North	65,022.04	63,736.85	(1,285.19)	-1.98%
6	Embassy Suites - DFW Airport South	89,061.14	72,681.18	(16,379.96)	-18.39%
7	Four Seasons Resort & Club	251,393.79	257,245.75	5,851.96	2.33%
8	Hilton Garden Inn - DFW South	42,230.69	36,516.07	(5,714.62)	-13.53%
9	Hilton Garden Inn - Las Colinas	24,516.83	47,081.62	22,564.79	92.04%
10	Holiday Inn Las Colinas	16,045.40	28,471.02	12,425.62	77.44%
11	NYLO Dallas/Las Colinas	48,534.51	52,766.24	4,231.73	8.72%
12	Omni Mandalay Hotel at Las Colinas	131,645.68	145,850.51	14,204.83	10.79%
13	Sheraton Grand Hotel	76,610.56	65,612.90	(10,997.66)	-14.36%
14	Westin DFW	130,410.87	143,195.04	12,784.17	9.80%
	TOTAL LUXURY & FULL SERVICE	1,173,691.57	1,185,322.02	11,630.45	0.99%

	ALL-SUITE / EXTENDED STAY				
1	Best Western - DFW Airport Suites	16,033.56	15,741.41	(292.15)	-1.82%
2	Candlewood Suites - Las Colinas	9,645.17	10,394.34	749.17	7.77%
3	Comfort Inn - DFW North	17,074.35	16,456.36	(617.99)	-3.62%
4	Comfort Suites - DFW Airport	15,837.54	14,159.16	(1,678.38)	-10.60%
5	Comfort Suites - Las Colinas	9,478.13	8,148.44	(1,329.69)	-14.03%
6	Country Inn & Suites - DFW South	12,976.13	14,609.64	1,633.51	12.59%
7	Crossland Economy Suites	4,231.62	4,606.06	374.44	8.85%
8	Element DFW North	26,984.22	29,035.40	2,051.18	7.60%
9	Extended Stay America	6,415.29	4,648.43	(1,766.86)	-27.54%
10	Extended Stay Deluxe	4,621.41	4,086.00	(535.41)	-11.59%
11	Hawthorne Suites - DFW North	12,561.87	10,512.19	(2,049.68)	-16.32%
12	Hawthorne Suites - DFW South	5,377.22	5,034.64	(342.58)	-6.37%
13	Holiday Inn Express - DFW North	33,303.35	29,675.39	(3,627.96)	-10.89%
14	Holiday Inn Express - Las Colinas	21,234.15	23,208.19	1,974.04	9.30%
15	Holiday Inn Express - DFW South	26,145.18	26,644.13	498.95	1.91%
16	Home2 Suites - DFW North	25,751.70	27,981.63	2,229.93	8.66%
17	Home2 Suites - DFW South	temp closed	14,034.20	14,034.20	100.00%
18	Homestead Studio Suites - DFW North	8,879.59	6,562.01	(2,317.58)	-26.10%
19	Homestead Village & Guest Studios	10,373.92	9,904.52	(469.40)	-4.52%
20	Homewood Suites - DFW Airport	21,790.08	23,201.88	1,411.80	6.48%
21	Homewood Suites - Las Colinas	30,033.42	29,560.72	(472.70)	-1.57%
22	Hyatt House Dallas-Las Colinas	35,709.05	34,134.31	(1,574.74)	-4.41%
23	Hyatt Place Las Colinas	34,301.20	34,874.48	573.28	1.67%
24	Motel 6 / Studio 6 - DFW East	7,785.26	8,695.36	910.10	11.69%
25	Residence Inn - DFW North	15,656.95	14,505.68	(1,151.27)	-7.35%
26	Residence Inn - DFW South	20,007.41	14,976.75	(5,030.66)	-25.14%
27	Residence Inn - Las Colinas	20,575.68	16,936.95	(3,638.73)	-17.68%
28	Springhill Suites	28,196.22	31,394.65	3,198.43	11.34%
29	Staybridge Suites Las Colinas	22,355.50	26,019.52	3,664.02	16.39%
30	Staybridge Suites North	18,855.07	21,355.00	2,499.93	13.26%
31	Studio 6 - DFW North	349.85	317.48	(32.37)	-9.25%
32	Towneplace Suites	22,689.33	25,701.99	3,012.66	13.28%
33	Woodspring Suites Signature	5,860.06	8,131.34	2,271.28	38.76%
34	Extended Stay Properties	491.14	556.84	65.70	13.38%
	TOTAL ALL SUITE / EXTENDED STAY	551,580.62	565,805.09	14,224.47	2.58%

HOTEL OCCUPANCY TAX
APRIL - JUNE (page 2)

HOTEL	ACTUAL 16-17	ACTUAL 17-18	DIFFERENCE	PERCENT
LIMITED SERVICE				
1 Aloft Las Colinas	34,664.30	37,465.06	2,800.76	8.08%
2 Courtyard by Marriott - DFW North	45,014.18	44,672.63	(341.55)	-0.76%
3 Courtyard by Marriott - DFW South	28,266.17	29,275.37	1,009.20	3.57%
4 Courtyard by Marriott - Las Colinas	36,898.34	39,405.46	2,507.12	6.79%
5 Fairfield Inn & Suites	23,142.83	19,768.28	(3,374.55)	-14.58%
6 Fairfield Inn - DFW North	22,349.39	22,416.81	67.42	0.30%
7 Fairfield Inn - Las Colinas	21,750.27	25,333.28	3,583.01	16.47%
8 Hampton Inn - Las Colinas	29,366.20	33,666.65	4,300.45	14.64%
9 Jefferson Street Bed & Breakfast	265.51	217.50	(48.01)	-18.08%
10 La Quinta Inn & Suites - Las Colinas	18,080.50	6,684.74	(11,395.76)	-63.03%
11 La Quinta Inn & Suites - DFW South	18,997.64	19,950.44	952.80	5.02%
12 La Quinta Inn & Suites - DFW North	24,173.39	29,032.95	4,859.56	20.10%
13 Wingate Inn - DFW North	10,803.60	12,310.54	1,506.94	13.95%
14 Wingate Inn - Las Colinas	19,163.43	19,843.71	680.28	3.55%
TOTAL LIMITED SERVICE	332,935.75	340,043.42	7,107.67	2.13%

BUDGET				
1 America's Best Value Inn	4,023.67	3,522.95	(500.72)	-12.44%
2 Arya Inn & Suites	1,726.15	1,195.42	(530.73)	-30.75%
3 Best Western Irving Inn & Suites	18,467.05	19,371.48	904.43	4.90%
4 Budget Inn	1,577.93	1,716.10	138.17	8.76%
5 Budget Inn & Suites	1,083.54	713.00	(370.54)	-34.20%
6 Budget Lodge of Irving	4,783.42	1,580.06	(3,203.36)	-66.97%
7 Budget Suites of America - Las Colinas	1,740.57	1,274.79	(465.78)	-26.76%
8 Crossroads Hotel	1,505.57	2,933.61	1,428.04	94.85%
9 Days Inn - DFW North	10,901.91	11,644.39	742.48	6.81%
10 Days Inn	10,645.25	12,250.99	1,605.74	15.08%
11 Delux Inn	2,220.56	2,207.05	(13.51)	-0.61%
12 Delux Suites	599.99	431.67	(168.32)	-28.05%
13 Gateway Suites	2,136.27	1,851.90	(284.37)	-13.31%
14 Motel 6 - Dallas / Irving	8,464.56	9,172.02	707.46	8.36%
15 Motel 6 - DFW North	8,717.84	9,737.37	1,019.53	11.69%
16 Motel 6 - DFW South	4,046.67	4,191.96	145.29	3.59%
17 Quality Inn & Suites - DFW Airport	17,337.74	18,182.17	844.43	4.87%
18 Quality Inn & Suites - DFW South	9,807.07	13,114.66	3,307.59	33.73%
19 Red Roof Inn - DFW North	15,975.96	16,573.73	597.77	3.74%
20 Sleep Inn	8,523.37	10,017.20	1,493.83	17.53%
21 Super 8 Motel - DFW North	6,909.44	8,706.17	1,796.73	26.00%
22 Super 8 Motel - DFW South	6,852.23	6,390.05	(462.18)	-6.74%
TOTAL BUDGET	148,046.76	156,778.74	8,731.98	5.90%

	ACTUAL	ACTUAL	DIFFERENCE	PERCENT
GRAND TOTAL	2,206,254.70	2,247,949.27	41,694.57	1.89%

	BUDGET	ACTUAL	DIFFERENCE	PERCENT
3RD QUARTER	2,317,319.00	2,247,949.27	(69,369.73)	-2.99%

IRVING CONVENTION AND VISITORS BUREAU
YEAR-TO-DATE HOTEL OCCUPANCY TAX
OCTOBER 2017 - JUNE 2018

HOTEL	ACTUAL 16-17	ACTUAL 17-18	DIFFERENCE	PERCENT
LUXURY & FULL SERVICE				
1 Atrium Hotel and Suites	26,203.40	28,428.86	2,225.46	8.49%
2 Dallas Marriott at Las Colinas	296,437.48	304,901.51	8,464.03	2.86%
3 DFW Airport Hotel & Conf Center	29,442.19	23,076.69	(6,365.50)	-21.62%
4 DFW Airport Marriott	426,369.49	412,511.78	(13,857.71)	-3.25%
5 Doubletree DFW Airport North	182,701.51	191,460.04	8,758.53	4.79%
6 Embassy Suites - DFW Airport South	259,180.58	245,519.33	(13,661.25)	-5.27%
7 Four Seasons Resort & Club	627,860.81	676,350.47	48,489.66	7.72%
8 Hilton Garden Inn - DFW South	122,498.44	91,962.36	(30,536.08)	-24.93%
9 Hilton Garden Inn - Las Colinas	98,780.17	129,210.10	30,429.93	30.81%
10 Holiday Inn Las Colinas	41,782.75	72,555.30	30,772.55	73.65%
11 NYLO Dallas/Las Colinas	139,135.35	146,503.39	7,368.04	5.30%
12 Omni Mandalay Hotel at Las Colinas	386,500.18	408,619.65	22,119.47	5.72%
13 Sheraton Grand Hotel	227,222.68	213,682.61	(13,540.07)	-5.96%
14 Westin DFW	374,106.62	397,926.94	23,820.32	6.37%
TOTAL LUXURY & FULL SERVICE	3,238,221.65	3,342,709.03	104,487.38	3.23%
ALL-SUITE / EXTENDED STAY				
1 Best Western - DFW Airport Suites	46,569.42	47,344.25	774.83	1.66%
2 Candlewood Suites - Las Colinas	31,465.67	31,512.84	47.17	0.15%
3 Comfort Inn - DFW North	49,967.07	47,643.36	(2,323.71)	-4.65%
4 Comfort Suites - DFW Airport	47,407.20	44,441.63	(2,965.57)	-6.26%
5 Comfort Suites - Las Colinas	26,790.14	24,586.46	(2,203.68)	-8.23%
6 Country Inn & Suites - DFW South	37,723.08	40,872.82	3,149.74	8.35%
7 Crossland Economy Suites	9,050.57	13,775.61	4,725.04	52.21%
8 Element DFW North	78,817.08	78,459.76	(357.32)	-0.45%
9 Extended Stay America	16,508.06	10,265.62	(6,242.44)	-37.81%
10 Extended Stay Deluxe	10,801.75	9,457.11	(1,344.64)	-12.45%
11 Hawthorne Suites - DFW North	29,505.57	30,748.68	1,243.11	4.21%
12 Hawthorne Suites - DFW South	17,513.38	15,351.25	(2,162.13)	-12.35%
13 Holiday Inn Express - DFW North	96,298.39	86,221.92	(10,076.47)	-10.46%
14 Holiday Inn Express - Las Colinas	63,547.05	55,865.19	(7,681.86)	-12.09%
15 Holiday Inn Express - DFW South	75,667.89	75,143.24	(524.65)	-0.69%
16 Home2 Suites - DFW North	74,536.58	77,432.87	2,896.29	3.89%
17 Home2 Suites - DFW South	temp closed	14,034.20	14,034.20	100.00%
18 Homestead Studio Suites - DFW North	18,153.95	14,100.99	(4,052.96)	-22.33%
19 Homestead Village & Guest Studios	24,553.26	23,857.29	(695.97)	-2.83%
20 Homewood Suites - DFW Airport	65,209.69	66,890.62	1,680.93	2.58%
21 Homewood Suites - Las Colinas	85,695.00	82,995.60	(2,699.40)	-3.15%
22 Hyatt House Dallas-Las Colinas	97,035.92	87,082.21	(9,953.71)	-10.26%
23 Hyatt Place Las Colinas	97,059.99	100,148.10	3,088.11	3.18%
24 Motel 6 / Studio 6 - DFW East	19,342.36	22,656.41	3,314.05	17.13%
25 Residence Inn - DFW North	44,440.37	44,795.46	355.09	0.80%
26 Residence Inn - DFW South	60,921.77	56,689.52	(4,232.25)	-6.95%
27 Residence Inn - Las Colinas	63,256.37	55,615.79	(7,640.58)	-12.08%
28 Springhill Suites	79,286.18	86,508.70	7,222.52	9.11%
29 Staybridge Suites Las Colinas	64,711.87	70,067.10	5,355.23	8.28%
30 Staybridge Suites North	56,779.26	60,764.61	3,985.35	7.02%
31 Studio 6 - DFW North	1,046.46	925.55	(120.91)	-11.55%
32 Towneplace Suites	66,338.59	70,996.16	4,657.57	7.02%
33 Woodspring Suites Signature	16,231.81	21,184.23	4,952.42	30.51%
34 Extended Stay Properties	1,060.80	1,278.60	217.80	20.53%
TOTAL ALL-SUITE / EXTENDED STAY	1,573,292.55	1,569,713.75	(3,578.80)	-0.23%

HOTEL OCCUPANCY TAX
OCT 2017 - JUN 2018 (page 2)

HOTEL	ACTUAL 16-17	ACTUAL 17-18	DIFFERENCE	PERCENT
LIMITED SERVICE				
1 Aloft Las Colinas	96,688.22	103,171.92	6,483.70	6.71%
2 Courtyard by Marriott - DFW North	125,700.63	123,910.56	(1,790.07)	-1.42%
3 Courtyard by Marriott - DFW South	86,754.30	79,914.35	(6,839.95)	-7.88%
4 Courtyard by Marriott - Las Colinas	103,758.06	110,149.16	6,391.10	6.16%
5 Fairfield Inn & Suites	65,919.55	64,060.82	(1,858.73)	-2.82%
6 Fairfield Inn - DFW North	61,374.62	67,109.37	5,734.75	9.34%
7 Fairfield Inn - Las Colinas	62,747.33	69,252.78	6,505.45	10.37%
8 Hampton Inn - Las Colinas	80,301.37	93,720.96	13,419.59	16.71%
9 Jefferson Street Bed & Breakfast	709.15	484.25	(224.90)	-31.71%
10 La Quinta Inn & Suites - Las Colinas	51,501.44	40,310.25	(11,191.19)	-21.73%
11 La Quinta Inn & Suites - DFW South	52,041.82	56,190.65	4,148.83	7.97%
12 La Quinta Inn & Suites - DFW North	66,624.06	78,043.83	11,419.77	17.14%
13 Wingate Inn - DFW North	31,170.06	31,363.81	193.75	0.62%
14 Wingate Inn - Las Colinas	55,655.63	57,830.34	2,174.71	3.91%
TOTAL LIMITED SERVICE	940,946.24	975,513.05	34,566.81	3.67%

BUDGET				
1 America's Best Value Inn	13,298.07	11,093.01	(2,205.06)	-16.58%
2 Arya Inn & Suites	4,812.45	4,132.29	(680.16)	-14.13%
3 Best Western Irving Inn & Suites	46,718.31	52,099.82	5,381.51	11.52%
4 Budget Inn	4,658.61	4,681.77	23.16	0.50%
5 Budget Inn & Suites	3,078.22	2,505.09	(573.13)	-18.62%
6 Budget Lodge of Irving	11,641.57	6,724.26	(4,917.31)	-42.24%
7 Budget Suites of America - Las Colinas	4,489.57	3,651.35	(838.22)	-18.67%
8 Crossroads Hotel	5,294.52	5,920.89	626.37	11.83%
9 Days Inn - DFW North	31,508.64	32,026.82	518.18	1.64%
10 Days Inn	30,676.38	32,649.03	1,972.65	6.43%
11 Delux Inn	7,456.17	6,276.41	(1,179.76)	-15.82%
12 Delux Suites	1,497.39	1,499.00	1.61	0.11%
13 Gateway Suites	5,522.78	5,328.50	(194.28)	-3.52%
14 Motel 6 - Dallas / Irving	24,742.34	24,907.15	164.81	0.67%
15 Motel 6 - DFW North	25,268.71	27,297.01	2,028.30	8.03%
16 Motel 6 - DFW South	12,159.59	12,526.69	367.10	3.02%
17 Quality Inn & Suites - DFW Airport	49,957.97	52,698.93	2,740.96	5.49%
18 Quality Inn & Suites - DFW South	31,635.26	33,500.41	1,865.15	5.90%
19 Red Roof Inn - DFW North	44,955.57	49,055.17	4,099.60	9.12%
20 Sleep Inn	25,166.61	23,520.69	(1,645.92)	-6.54%
21 Super 8 Motel - DFW North	23,247.57	24,735.29	1,487.72	6.40%
22 Super 8 Motel - DFW South	19,803.08	17,140.37	(2,662.71)	-13.45%
TOTAL BUDGET	427,589.38	433,969.95	6,380.57	1.49%

	ACTUAL	ACTUAL	DIFFERENCE	PERCENT
GRAND TOTAL	6,180,049.82	6,321,905.78	141,855.96	2.30%

	BUDGET	ACTUAL	DIFFERENCE	PERCENT
3 QUARTERS	6,416,246.00	6,321,905.78	(94,340.22)	-1.47%

**IRVING CONVENTION AND VISITORS BUREAU
HOTEL OCCUPANCY TAX
2017 - 2018 BUDGET**

BUDGET VS ACTUAL	BUDGET 17-18	ACTUAL 17-18	DIFFERENCE	%
1ST QUARTER OCT - DEC 2017	1,982,601	1,959,343	(23,258)	-1.17%
2ND QUARTER JAN - MAR 2018	2,116,326	2,114,614	(1,712)	-0.08%
3RD QUARTER APR - JUN 2018	2,317,319	2,247,949	(69,370)	-2.99%
4TH QUARTER JUL - SEP 2018	2,069,662	0	(2,069,662)	-100.00%
YTD TOTALS	8,485,908	6,321,906	(2,164,002)	-25.50%

PRIOR YEAR VS CURRENT YEAR	ACTUAL 16-17	ACTUAL 17-18	DIFFERENCE	%
1ST QUARTER OCT - DEC	1,889,946	1,959,343	69,397	3.67%
2ND QUARTER JAN - MAR	2,083,849	2,114,614	30,765	1.48%
3RD QUARTER APR - JUN	2,206,255	2,247,949	41,694	1.89%
4TH QUARTER JUL - SEP	2,079,168	0	(2,079,168)	-100.00%
YTD TOTALS	8,259,218	6,321,906	(1,937,312)	-23.46%

Legislative Priorities - 86th Session of the Texas Legislature

The Irving Convention & Visitors Bureau's 2019 Legislative Priorities are focused on making sure Irving remains competitive, not only on a local level, but on a state and national level as well. The City of Irving has made considerable investments in its visitor economy in order to support its residents and its corporate tenant base, its commercial office occupancy and one of its largest employers in that visitor economy. It is imperative that we capitalize on all the resources available to us to protect those investments, to assure competitiveness, and to insure long-term success. In addition to the items prioritized below, we will also work closely with our civic partners (City of Irving, Irving Arts & Culture Department, Irving-Las Colinas Chamber of Commerce, The Las Colinas Association) and our industry partners (such as Texas Hotel & Lodging Association, Texas Travel Industry Association, Texas Association of Convention and Visitors Bureaus) to support priorities and initiatives that can result in a better and stronger Irving and Texas.

- Support retention of the state Tourism Public Improvement District authority, Chapter 372 of the Texas Local Government Code.
- Support legislation to enable Irving to develop a Tourism Public Improvement District.
- Oppose legislation that is destructive to Irving's economic viability and that of its Visitor Economy, including but not limited to any bill that would be viewed as discriminatory or otherwise damage Texas' reputation as a business-friendly state.
- Support and protect the current provisions of the Texas Tax Code, Chapter 351, regarding the authorized use of Hotel Occupancy Taxes, including those distinctions provided for Irving.
- Oppose legislation that allows local hotel tax to be used for non-tourism purposes.
- Support the reinstatement of full funding for State Tourism initiatives.
- Preserve state funding for beneficial travel and tourism programs at Texas Parks & Wildlife, Texas Historical Commission, Texas Department of Transportation and Texas Commission on the Arts.
- Support retention of State Event Trust Fund authority, which allows the utilization of incremental state taxes directly attributable to support the recruitment of these events to Texas.
- Support adequate funding for the Texas Enterprise Fund.
- Promote initiatives to promote better mobility and better accommodate/facilitate "last mile" opportunities.
- Support legislation that allows Texas cities to govern their own local affairs.
- Support continued policy of no diversions of transportation tax revenues from their intended purposes.
- Support sufficient funding for mental health services, including outpatient care programs and inpatient facilities that can serve this community more efficiently than emergency rooms and jails.

MINUTES
IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS - EXECUTIVE COMMITTEE MEETING
IRVING CONVENTION CENTER
AUGUST 17, 2018

Attendance: Board Chair Clem Lear, Debbi Haacke, Rick Lindsey and Greg Malcolm – Committee Members; Bob Bettis, David Cole, Karen Cooperstein, Joe Marshall and Joe Philipp – Board Members; Tom Meehan and Matt Tungett – SMG/ICC; Maura Gast, Carol Boyer and Marianne Lauda – ICVB Staff.

Board Chair Clem Lear called the meeting to order at 9:00 a.m.

ICC General Manager Tom Meehan gave an overview of the Irving Convention Center July 2018 financial reports. He reported July was a very slow month. In reviewing the monthly highlights, he noted Net Income (Loss) from Operations was budgeted for \$193,451, and the actual for the month was \$134,492. The Convention Center is \$480,761 ahead of budget for the year. In reviewing the Income Statement, Meehan reported Rental Income from three large Jehovah Witness groups produced 2,855 room nights for the month of July. Rental Income is based on the volume of room nights produced for the event(s). This group has picked up more rooms this year than ever before, which is critical for hotel weekend business in July. Catering is down \$92,672 for the month. Expenses show a variance of \$46,060 for Repairs and Maintenance of the building. Adjusted Gross Income shows \$4,789,950, which is \$882,981 in excess of budget. He commented each month is different and in the big picture, the revenue is there.

In reviewing the forecast, Meehan stated there are two months left in the fiscal year and to date, \$355,888 would be returned to the subsidy account. The end of year result could be more or less depending on the repairs to the building by the end of the year. He noted some plans for repairs are carpet on the fourth floor in the Grand Ballroom with a fresh look, some lighting projects in the Grand Ballroom to update lights to LED. outside projects will include parking garage equipment update to match the Westin Convention Center Hotel system, integrated digital signs, and security cameras in their garage. Updating to match garages will include some underground boring from one building to the other. He further stated staff will continue to look at areas to add security cameras and change out older cameras to more updated models. In response to a question from Board Member Debbi Haacke, Meehan responded repairs to plumbing pipes that were deteriorated has been completed and future plumbing issues will be addressed as needed. Lake Carolyn water is being used on landscaping only as filters to the building are too costly.

Board Member David Cole made a motion to accept and present to the full Board the ICC July 2018 financials. With a second from Board Member Rick Lindsey, the motion was unanimously approved.

ICVB Director of Accounting Marianne Lauda reviewed the ICVB July 2018 financial reports. She stated revenue for the month was \$4,047 in interest. She reported the third quarter Hotel Occupancy Tax was received and will be reported in next month's financial reports. Expenditures are 65% expended to date and in line. In reviewing the Check Register, Lauda noted a draw payment of \$348,750 to Irving Convention Center, and a \$9,874 check for business development incentive reimbursement for a Texas USA Wrestling event.

Cole made a motion to accept and present to the full Board the ICVB July 2018 financials. With a second from Haacke, the motion was unanimously approved.

After reviewing the minutes from the July 20, 2018 meeting, Cole made a motion to approve. With a second from Haacke, the minutes were unanimously approved.

After reviewing the minutes from the July 24, 2018 Special Executive Committee meeting, Cole made a motion to approve. With a second from Haacke, the minutes were unanimously approved.

Lear reviewed the August 20, 2018 Board meeting agenda. On a suggestion from Haacke, Executive Director Maura Gast agreed to contact ICTN for coverage of the APEX Award presentation for Surveyor Magazine from Adam Pitluk of Groom Lake Publishing. Board Member Joe Philipp agreed it is important to let the community know the good things that are happening from the ICVB.

Lear reminded the Committee of the Special Board meeting on Friday, October 19 for the Executive Director annual performance review. She further noted there will not be a regularly scheduled Board meeting the following Monday.

Lear added she is extremely pleased to see the 2018-21 ICVB Board of Directors Strategic Plan results and noted it is a top-notch plan that is easy to understand and implement. Gast noted the next steps will be to feed the "to do" items into Committees for action and follow-through on outlined results. Discussion was held on the plan's objectives. In reviewing Objective B – it was decided a Board trip to Providence, Rhode Island to visit the WaterFire experience could be done in order to embrace an attraction, address water front activities and move forward.

In Summary:

Goal: Advocate for Destination Defining Development

Objective A: *Encourage the Development of Iconic Attractions* – (Bullet) *Encourage the consideration of a luxury resort as a development option*. Discussion was held on clarification of "luxury resort", and it was agreed to add clarification to the plan.

In reviewing Objective C: *Encourage the Development and Support of Tournament-Grade Sports Facilities & Events* - (Bullet #4): *Attempt to lure well-established select teams to make Irving*

their home base. Suggestions were made for eSports, rock wall climbing, trampoline, corn hole, spike ball, pickle ball, etc. Ideas were made for seeding the pot with valuable ideas if they are not constraining. Lear noted the points will be taken to each Committee.

It was discussed if Williams Square should be specifically noted in Objective D: *Support the development of other destination magnets.* Gast stated it is a place for a destination magnet and a statement could be added to support the reimagination and activation of Williams Square as a focal point for the area. Gast noted she is involved in the project and the bullet point could be added to the Strategic Plan.

Objective D (Bullet) *Work with the Irving Arts to increase support for Public Art installations throughout the City.* Discussion was held on public art and new construction for the development for art. It was agreed the ICVB could work with the Irving Arts and Culture Executive Director on this point. Cole noted public art in cities will help people remember your city when they leave. Gast to flush out specific language for this point.

Goal: Endeavor to Enhance the Visitor Experience

Objective A: Support the Strategic Development of Festivals and Events - (Bullet) *Engage SMG to bring forward potential festivals & events at the Convention Center and elsewhere in the City in the entertainment district.* Meehan expressed interest in producing festivals. He noted that other SMG facilities have produced their own events and it would be something unique and fun. SMG has guidelines in place and connections for festivals. Board Member Karen Cooperstein asked Meehan to compile examples of those outdoor events. This item was agreed to explore further and put to the Committee level.

Brief discussion was held on slight wording changes and the order of items. Philipp stated he was not certain the big vision of the Texas Stadium development was captured in the plan. It was agreed to add a statement more specific about right development to a zoning statement. Also, a change under “iconic attractions” statement.

Objective B: *Advocate for enhanced infrastructure amenities*

Discussion was held on wayfinding signage and it was noted that garage signage needs to be prominent as well as Las Colinas area, TxDOT, Toyota Music Factory, and the City of Irving specifically.

Goal: *Enhance the Community’s Awareness and Appreciation of Irving as a Visitor Destination*

Objective B: *Develop a Strategy to Enhance Residents to be Brand Ambassadors*

The suggestion was made to change wording of “Community Relations Committee” to “Community Engagement Committee”.

(Bullet #2) – eliminate the word “consider”.

(Bullet #3) – *Analyze opportunities to invite residents to see their city through a visitor's eyes.* It was suggested to partner with the school districts and both neighborhood associations and HOAs.

(Bullet #4) - *Evaluate new Visitor Information Center initiative* – It was noted the volunteer support will be added to the Convention Center lobby area and then may expand to the Toyota Music Factory area on concert nights at key intersections.

It was noted a Board representative on the Planning and Development Committee would be an asset and can be added to the plan. Lindsey noted the Community Engagement Committee should be aggressively involved with City Council.

It was agreed the Board Development Committee will continue to oppose legislature that is detrimental versus specific legislation. Cooperstein suggested the Committee name change be added to items for discussion.

With no further additions or comments, Gast agreed to have document revised and a list of specific itemized agenda items will be given to each Committee. Lear thanked everyone for their input and good discussion for a well thought out document. She reminded the Committee the next meeting will be Friday, September 21, 2018.

Lear adjourned the meeting at 10:35 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME
Executive Director

AGENDA
Irving Convention & Visitors Bureau Board of Directors
Monday, September 24, 2018 at 11:45 a.m.
Irving Convention Center at Las Colinas
Third Floor – Junior Ballroom C-D
500 W. Las Colinas Blvd.
Irving, Texas 75039

NOTE: A possible quorum of the Irving City Council may be present at this committee meeting.

Consent Agenda

1. Approving ICVB Board Minutes for August 20, 2018
2. Accepting Irving Convention Center Financial Reports for August 2018
3. Accepting ICVB Financial Reports for August 2018

Individual Consideration

4. Approving Board Development Committee Recommendations for 2019 Legislative Priorities

Reports

5. Board Chair Report
 - a. Schedule of Upcoming Meetings and Activities
 - REMINDER: Special Board Meeting, Friday, Oct. 19, 2018 – Executive Director Annual Performance Evaluation
 - REMINDER: No meeting on October 22
6. Board Committee Reports
 - a. Board Development – Debbi Haacke
 - Recap of September 14 meeting
 - Next Meeting – December 7, 2018
 - b. Community Engagement – Rick Lindsey
 - High Spirited Citizen 30th Anniversary – November 15, 2018, City Hall
 - Upcoming High Spirited Citizen Award Presentations
 - Debra Cox, October 4, 2018
 - Next Meeting – October 20, 2018
 - c. Destination Development – Greg Malcolm
 - Next Meeting – November 6, 2018 – Site Visit to Texas Live! in Arlington

AGENDA - Continued

7. City Reports

- a. Council Liaison – Mayor Pro Tem John Danish
- b. Mayor & Other Council Members
- c. City Manager – Chris Hillman
 - Visitor Development Updates
 - Headquarter Hotel
 - Irving Music Factory/Entertainment Venue
 - Other City Updates

8. Bureau Monthly Management Reports

- a. Executive Director – Maura Gast
- b. Sales and Services – Lori Fojtasek
- c. Marketing and Communications – Diana Pfaff
- d. Finance and Administration – Mike Zumbaugh
 - Smith Travel Research and AirDNA Monthly Reports

9. Convention Center Management Report – Tom Meehan

10. Industry Partner Reports

- a. The Pavilion at the Music Factory/Live Nation Report – Mike Riley
- b. Hotel Industry Updates – Greg Malcolm, Dirk Burghartz, Kim Limon, Holly Turner
- c. Restaurant Industry Update – David Cole

11. Partner Organization & Stakeholder Reports

- a. DART/Transportation and Infrastructure – Mayor Rick Stopfer
- b. DCURD – Jacky Knox
- c. Chamber of Commerce – Lori Bunger/Beth Bowman
- d. Irving Arts and Culture – Todd Hawkins/Judy Pierson
- e. TIF – John Haigler
- f. The Las Colinas Association – Hammond Perot
- g. University of Dallas – Karin Riley

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and will remain so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas government code.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.